

Town of Millis  
Snow Removal Regulations  
2023-2024

- (1) Contractor must submit Certificates of Insurance as follows:
  - (a) Auto Insurance: \$500,000 (Bodily Injury) and \$100,000 (Property Damage)
  - (b) Workers Compensation as required by the state of Massachusetts
  - (c.) Insurance certificate naming the Town of Millis an additional insured for snow plowing operations, said certificate is due with this application.
- (2) Contractor must provide 30 days prior notice of any lapse in coverage. Failure to maintain insurance as stated above is grounds for termination of service.
- (3) Contracted vehicles must have current inspection and current Massachusetts registration. A copy of the registration must be submitted with the Snow Removal Agreement.

All of the above must cover the period of November 1, 2023 through April 1, 2024

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All vehicles must have adequate lighting as set forth by state regulations. The Town reserves the right to inspect contracted equipment at any time while on Town property. The Town reserves the right to dismiss any contractor, at any time, who appears to have impaired skills or judgment. The Director of the DPW or any person he should designate will make this determination.

Contractors are expected to report to the DPW garage within one half hour from the time that they are called. If arrival is within one half hour after being called, paid time will begin at the time of the call. If response time is not within one half hour after being called, paid time will begin upon arrival at the DPW garage. Contractors who do not respond within a reasonable time after being called, may have their Snow Removal Agreement terminated by the Town of Millis. This determination will be at the discretion of the Director of the DPW or the Town Administrator.

Shifts will be for a minimum of four hours. Additional time will be paid by the quarter hour. Contractors must submit an invoice which will be verified by the Work Assignment Form completed by the DPW Superintendent.

Hourly rate of pay includes operator/driver, vehicle and all necessary equipment and fuel. Fuel and/or repair parts and labor may be furnished to a contractor at the discretion of the DPW Superintendent. All costs will be charged to the contractor.

Contractors will adhere to assigned route unless specifically ordered to report to another area by the DPW Superintendent.

Town of Millis  
Snow Removal Agreement  
2023-2024

Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Corporation: \_\_\_\_\_

Partnership: \_\_\_\_\_

Sole Proprietor: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Federal Tax ID: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Vehicles/Equipment:

Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

Registration #: \_\_\_\_\_ Plow Size: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

Registration #: \_\_\_\_\_ Plow Size: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

Registration #: \_\_\_\_\_ Plow Size: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

I agree to abide by the 2022-2023 Contractor's Snow Removal Regulations of the Town of Millis. I agree to maintain liability, auto and worker's comp insurance at not less than the required minimum levels. I agree to maintain active Massachusetts registration on listed vehicles and to have a valid Massachusetts Inspection Sticker.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_